

FINANCE

SECRET

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File: HF-8141 EQUINE

13 June 1958

SUBJECT: Submittal of Certificate of Service for
Contract Technical Services Performed

TO: Westinghouse

1. The WSFC has been advised that FOG contractors are forwarding invoices for payment without attaching Certificates of Service evidencing that such services were actually performed.

2. Your attention is directed to AFR 66-18 and T.O. 00-25-174 (inclosed) which require contractors to attach Certificates of Service when presenting the Air Force with invoices. For purposes of the FOG program, the following procedures will apply:

a. Effective 1 July 1958, contractor technical service personnel will submit on a monthly basis a Certificate of Service, in the format prescribed in Appendix III to T.O. 00-25-174, to the Air Force supervisory officer. Each Certificate of Service must be in strict conformity with the prescribed format, and each will be prepared on a single 8 x 10 1/2" sheet of paper utilizing both front and back sides. The SAC using organization is familiar with these procedures and can advise the contractors' representatives with any problems they may have.

b. The Certificate of Service will be prepared in the number of copies required by the using activity.

c. The SAC supervisory officer will sign the certificate only after satisfying himself that the contract technical services have been performed and that the time period available for duty, and other required data enumerated on the format, are correct and complete.

d. The original signed copy will be returned to the technical service personnel who will forward the completed form to their respective companies.

e. When presenting the Contracting Officer with invoices for services rendered, the contractor will include as attachments to the invoices the original signed copy of the Certificate of Service for each contract technical service personnel who has provided the contractor's service to the Air Force under the contract number specified on the invoice.

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☒
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S 0 2012
NEXT REVIEW DATE: _____
AUTH: HR 10-2

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3. The contractor's attention is also directed to the following procedures which are to be followed in regard to travel by contractor technical service personnel:

a. Pursuant to the terms of the respective contracts, all travel by technical service personnel must have prior approval. This travel may be approved either by the WSFO or by the using activity.

b. In either event, if costs resulting from such travel are chargeable to the Government, copies of the authorization to travel will be forwarded to the WSFO for processing.

Sincerely,

Dan

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